

Blue Ridge Community and Technical College
Board of Governors Meeting
December 4, 2019, 11:30 am
Blue Ridge Community and Technical College
13650 Apple Harvest Drive, Martinsburg, WV 25403

In attendance: Dr. Peter Checkovich, Brad Close, Stephanie Harvey, Jared Kuse, Dr. Apryl McDonough joined via phone, Heather McIntyre, Jim Rodgers, Kelly Shurnitski, Dr. Bill Stubblefield, and Keith Unger.

Guests: Josie Arns, Dr. Jennifer Barrett-Smith, Joe Bickett, Tania Borchard, Adam Bridendolph, Laura Busey, Michael Byers, Dr. Angela Cherry, Monzur Elahi, Brett Gallagher, Mike Hartner, Cynthia Hull, Jesse Johnson, Beth Jones, Anna Kemp, Daniel King, Jessica Leake, Megan Michael, Michele Morrison, Kim Moss, Anne Myers, Becky Nucilli, Duane Roberson, Kristy Scarlata, Natasha Scolaro, Leslie See, Justin Shay, Dr. Ann Shipway, Jennifer Segerlind, Michelle Towne, Lacey Walp, and Doug Wood.

Call to order: Stephanie Harvey, Chair, called the December 2019 meeting to order at 12:01 p.m.

Audit Report: Christina Bowman, CPA, of Clifton Larson Allen, LLC, joined the meeting to present the audit report for the fiscal year ending on June 30, 2019. Ms. Bowman explained that the audit received a clean, unmodified opinion and was performed in accordance with Generally Accepted Auditing Standards and Government Auditing Standards. There were no material weaknesses, no new accounting policies, no disagreements with management, no corrected or uncorrected misstatements, and the filing deadline was met.

The group discussed the Other Post-Employment Benefits (OPEB) payment that the College makes annually. Blue Ridge CTC has very few employees who should be included for OPEB. Further discussion and review is needed regarding OPEB payments.

Jim Rodgers made a motion to approve the fiscal year 2019 audit as presented; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

Approval of the October 2019 Meeting Minutes: Heather McIntyre made a motion to approve the minutes from the October 2019 Board meeting; Keith Unger seconded, and the motion passed unanimously.

President's Report:

President Checkovich began his report with an announcement about the Blue Ridge CTC Foundation Fundraiser event, which will take place on Friday, December 6. All Board members were invited to attend.

Anne Myers introduced Anna Kemp, who is with Valley Health. Valley Health recently pledged \$25,000 to Blue Ridge CTC.

This will be disbursed in increments of \$5,000 over five years for the School of Allied Health Sciences. Leslie See explained that the funds will be used to keep the SIM lab up to date.

Workforce Report:

Dr. Ann Shipway began her report with an update on the lease for the expansion at the Morgan County Center. The process is moving well.

Dr. Ann Shipway and Michele Morrison spoke about TSPi, which specializes in information technology, including cloud computing, BPM app development, etc. TSPi is currently located in the SpringTech Innovation Lab and is partnering with Blue Ridge CTC on a West Virginia Learn and Earn grant. Multiple Blue Ridge CTC Information Technology students are employed with TSPi.

Michele Morrison introduced the TSPi team members in attendance, including Tania Borchard, Monzur Elahi, Mike Hartner, Jesse Johnson, Daniel King, Justin Shay, and Jennifer Segerlind. Ms. Borchard shared a PowerPoint presentation on TSPi.

Dr. Shipway spoke about the newly established Blue Ridge CTC Institutional Research Corporation. This Corporation will not compete with the Foundation and will not work with scholarships. The Research Corporation will assist with attracting private grants that will enable the College to foster economic growth and development and fulfil the mission.

Dr. Shipway introduced Duane Roberson, Blue Ridge CTC EDET Faculty, who presented on confined space training. The College provides confined space and OSHA training to multiple business partners. The College recently received a grant to expand the confined space training.

Enrollment Management Report:

Leslie See reported on the Single File Audit, which took place recently and went well. The College is awaiting the final report. Ms. See also presented and reviewed information on the dual enrollment program at the College.

Leslie See announced that meetings are underway with Jefferson County Schools to develop a JumpStart program for Jefferson County high school students. If this moves forward, Jefferson County Schools will provide the transportation for the students to attend classes at Blue Ridge CTC.

Finance Report:

Kristy Scarlata presented the first quarter financial statements dated September 30, 2019. Comparison data from September 30, 2018 was included in the presentation. Ms. Scarlata also reviewed the College's financial ratios. Comparison ratio data from fiscal years 2019, 2018, 2017, 2016, and 2015 were also included.

Adjournment: Brad Close made a motion to adjourn the meeting at 1:35 p.m.; Dr. Bill Stubblefield seconded, and the motion passed unanimously.